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<p align="center"><b>Division of Forensic Science</b></p> <p align="center"><b>QUESTIONED DOCUMENTS PROCEDURES MANUAL</b></p>	<p align="center">Amendment Designator:</p>																																																																																						
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<p align="center"><b>APPENDIX A ABBREVIATIONS</b></p> <p>The following is a listing of acceptable abbreviations generated in an effort to assist in the interpretation of Questioned Document Section case file notes. While as comprehensive as possible, the list may not be complete. Other abbreviations, including symbols such as the type used in mathematics or proof reading for which commonly understood definitions already exist, though not listed here, may also be used so long as their applicable meaning is logical and clear. For example, using an 'equal' sign (=) to indicate similarity, likeness or sameness, and a 'does not equal' sign (≠) to indicate dissimilarity or difference would be acceptable note taking abbreviations. Abbreviations may be written or printed in upper or lower case, but must be legible.</p> <table> <tr> <th align="left"><b>Abbreviations</b></th><th align="left"><b>Definitions</b></th></tr> <tr><td>acct, acc</td><td>account</td></tr> <tr><td>acd</td><td>accidental</td></tr> <tr><td>al</td><td>alignment</td></tr> <tr><td>amt</td><td>amount</td></tr> <tr><td>approx</td><td>approximately</td></tr> <tr><td>ar, arr</td><td>arrangement</td></tr> <tr><td>as</td><td>approach stroke</td></tr> <tr><td>asc</td><td>ascender</td></tr> <tr><td>auth</td><td>author, authorship</td></tr> <tr><td>ball pt, bp</td><td>ballpoint pen</td></tr> <tr><td>bl</td><td>baseline</td></tr> <tr><td>blk</td><td>black</td></tr> <tr><td>blu</td><td>blue</td></tr> <tr><td>c</td><td>container</td></tr> <tr><td>ca</td><td>common author</td></tr> <tr><td>ccw</td><td>counter-clockwise</td></tr> <tr><td>cf</td><td>carbon film ribbon</td></tr> <tr><td>cic</td><td>characteristics in common</td></tr> <tr><td>ck, chk, chq</td><td>check</td></tr> <tr><td>coll</td><td>collected</td></tr> <tr><td>commcomp</td><td>common authorship for comparable entries</td></tr> <tr><td>comp</td><td>comparable</td></tr> <tr><td>concl</td><td>conclusion</td></tr> <tr><td>conn</td><td>connect</td></tr> <tr><td>cont</td><td>continued</td></tr> <tr><td>cpi</td><td>characters per inch</td></tr> <tr><td>cq, cyq</td><td>copy quality</td></tr> <tr><td>cs</td><td>connecting stroke</td></tr> <tr><td>cw</td><td>clockwise</td></tr> <tr><td>cy</td><td>copy</td></tr> <tr><td>cymk</td><td>cyan, yellow, magenta and black</td></tr> <tr><td>cyn</td><td>cyan</td></tr> <tr><td>desc</td><td>descender</td></tr> <tr><td>dict</td><td>dictated</td></tr> <tr><td>dif, diff</td><td>difference</td></tr> <tr><td>dir</td><td>direction</td></tr> <tr><td>dis, dissim</td><td>dissimilar</td></tr> <tr><td>doc</td><td>document</td></tr> <tr><td>dysub</td><td>dye sublimation</td></tr> <tr><td>elim</td><td>eliminate</td></tr> <tr><td>es,esig</td><td>endorsement signature</td></tr> <tr><td>evld</td><td>evidence</td></tr> </table>		<b>Abbreviations</b>	<b>Definitions</b>	acct, acc	account	acd	accidental	al	alignment	amt	amount	approx	approximately	ar, arr	arrangement	as	approach stroke	asc	ascender	auth	author, authorship	ball pt, bp	ballpoint pen	bl	baseline	blk	black	blu	blue	c	container	ca	common author	ccw	counter-clockwise	cf	carbon film ribbon	cic	characteristics in common	ck, chk, chq	check	coll	collected	commcomp	common authorship for comparable entries	comp	comparable	concl	conclusion	conn	connect	cont	continued	cpi	characters per inch	cq, cyq	copy quality	cs	connecting stroke	cw	clockwise	cy	copy	cymk	cyan, yellow, magenta and black	cyn	cyan	desc	descender	dict	dictated	dif, diff	difference	dir	direction	dis, dissim	dissimilar	doc	document	dysub	dye sublimation	elim	eliminate	es,esig	endorsement signature	evld	evidence
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al	alignment																																																																																						
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bl	baseline																																																																																						
blk	black																																																																																						
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c	container																																																																																						
ca	common author																																																																																						
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dif, diff	difference																																																																																						
dir	direction																																																																																						
dis, dissim	dissimilar																																																																																						
doc	document																																																																																						
dysub	dye sublimation																																																																																						
elim	eliminate																																																																																						
es,esig	endorsement signature																																																																																						
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Division of Forensic Science QUESTIONED DOCUMENTS PROCEDURES MANUAL		Amendment Designator:
		Effective Date: 19-April-2004
ex, exc	except for, exception	
fax, fx	facsimile	
fc	features and characteristics	
flo, flu	fluorescence	
fmt	format	
fp	fingerprints	
fpc	fingerprint card	
fpd	fingerprinted	
g, grn	green	
hp	hand printing	
hr, htr	height ratio	
ht	height	
hp	hand printing	
hw, hwg	handwriting	
id	identify	
ij	inkjet	
ik	insufficient known	
in	inch	
incl	inconclusive	
ind	indications	
indents	indentations	
init	initial	
insuf, insuff	insufficient	
ir	infrared	
irl	infrared luminescence	
irr	infrared reflected	
iw	indented writing	
j, just	justification	
k, kn	known	
kw	known writing	
ks	known signature	
l	left	
lc	lower case	
lcomp	limited comparability	
lf	letter form	
lim	limited	
lind	limited indications	
litho	lithography	
lk	lack of known	
lm	left margin	
lo, loc	lift-off correction tape	
lp	latent prints	
lq	line quality	
lzp	laser printer	
mag	magenta or magnetic (contextual)	
mal	mal-aligned	
max	maximum	
mc, mcy	machine copy	
mgf	magnification, magnifier	
mic	microscope	
min	minimum	
misc	miscellaneous	
ms, msig	maker signature	
nc	not comparable	

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Division of Forensic Science QUESTIONED DOCUMENTS PROCEDURES MANUAL		Amendment Designator:
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n/c	no conclusion	
ncr	no carbon required (carbonless system)	
nh	no have	
nn	can be neither identified nor eliminated	
nr	not represented	
num	numeral	
pc	personal computer	
pfp, pres for prts	preserve/protect for fingerprints	
phc	photocopier	
pm	postmark	
poss	possibly	
pp	printing process	
ps	proportional spacing	
q, que	questioned	
qe	questioned entry	
r	right	
recd	received	
rgb	red, green and blue	
rh, rht	relative height	
rm	right margin	
rov	range of variation	
rp	relief printing	
rs	relative size	
rst	rubber stamp	
rsti	rubber stamped impression	
s, sub	submission	
sab	same as before	
sb	sealed box	
scrcni	sealed container received contents not inventoried	
sgf	significant	
sig	signature	
sim	similar	
simo	simulation	
sind	strong indications	
sk	skill	
sme	sealed manila envelope	
sp	spacing	
spb	sealed paper bag	
splb	sealed plastic bag	
swe	sealed white envelope	
sye	sealed yellow envelope	
tc	"T" crossing	
tf	type font	
tl	transmitted light	
tnr	toner	
tr	tracing	
ts	terminal stroke	
tw	typewriter	
twn	typewritten	
uc	upper case	
uch	unexplained characteristic	
uv	ultraviolet	
uvf	ultraviolet fluorescence	
var	variation	

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Division of Forensic Science QUESTIONED DOCUMENTS PROCEDURES MANUAL		Amendment Designator:
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w	with	
wo	without	
wof	white-out fluid	
wm	watermark	
y, yel	yellow	
↑	area of similarity (Note: If color-coding is used arrows (or circles) indicating similarity shall be drawn in green ink. Those indicating dissimilarity shall be drawn in red ink.). Arrows may also be used to indicate direction.	
✕	area of dissimilarity (for use in non color-coded case notes)	
♂	unexplained characteristic	
↻	clockwise	
↺	counter-clockwise	
+, ⊕	positive, plus, good for	
-, ⊖	negative, minus, bad for	
∅	neutral	
		► End